

**REGULAR MEETING  
OF THE  
IDAHO VIRTUAL ACADEMY'S  
BOARD OF DIRECTORS**

**Monday  
February 16, 2023**

**7:00 pm (MDT)**

**PRELIMINARY**

**A. CALL TO ORDER**

The meeting was called to order at 7:00 pm (MDT).

**B. ESTABLISH QUORUM**

Quorum was established at 7:00 p.m.

**C. ROLL CALL**

<i>Seat</i>	<i>Occupant</i>	<i>Term</i>	<i>Present</i>	<i>Absent</i>
Position 1	Chairman Thompson	(7/24)	X	
Position 2	Director Shaver	(7/24)	X	
Position 3	Director Handeen	(7/25)		X
Position 4	Director McPherson	(7/23)		X
Position 5	Director Krein	(7/23)	X	

*Positions and Terms pursuant to Policy 103.0*

**Others present at the meeting:**

Kelly Edginton  
Mike Groshong  
Amanda Judd  
Adrienne Schilling  
Kellen MacDonald  
Sheila Shreiber  
Felicia Boyle  
Amy White

**II. COMMUNICATIONS**

**A. PROCEDURAL NOTE:**

**1. MOTION TO APPROVE AGENDA – ACTION ITEM**

Motion was made by Director Krein to approve the Agenda, as posted.

Motion seconded by Director Shaver.

Motion approved, unanimously.

**B. ORAL COMMUNICATIONS/PUBLIC INPUT:**

Non-agenda items: no individual presentation shall be for more than three (3) minutes, and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.

No member of the public sought to make comment.

**C. INFORMATIONAL PRESENTATION: Director's Report**

Presentation of informational items at the discretion and selection of the Directors.

**1. IDVA 5 + 7 Board Presentation (January 2023) – Felicia Boyle**

Directors have received a written presentation of the school's 5 + 7 financial reports for January of 2023 as part of the Board Packet for the meeting.

M. Boyle reviewed the details of the various financial reports with the Directors, with directors making inquiry. Actual enrollment increased by 33 students from prior forecast and increased by 3 students versus budget. This change impacts various considerations including revenue and some costs. However, there are also some cost savings associated with personnel changes. Restricted funds were addressed. The goal remains to utilize all restricted funding in 2023 or by the end of the funding eligibility period. The balance sheet was reviewed in detail. The Summary of cash flow was presented for the remainder of the school year. The deficit credit

Ms. Boyle stood for questions and responded to inquiries from the Directors. She indicated that at this stage she expects the financial position to be approximately \$700,000 better than projected for year end with regard to the deficit credit. Ms. Boyle and Director Shaver addressed a question that Director Shaver asked regarding Title IV funds.

Director Shaver and Ms. Boyle will be visiting with D.L. Evans Bank to

address various account options as were addressed at the prior meeting. This will be occurring after the Commission Hearing.

**D. INFORMATIONAL PRESENTATION: Board/Staff Discussions**

Board and staff discuss items of mutual interest.

**1. Executive Director Report – Kelly Edginton**

Ms. Edginton reviewed upcoming calendar items. February 20, 2023 there is no school for Presidents Day. February 24, 2023 will be the Charter Renewal Hearing.

Ms. Edginton addressed a recent interview that she, Director Shaver and Ms. Boyle had with the Idaho Education News to clarify statements made in a prior article that were incorrect. She believes that the interview went well and that the individual conducting the interview understood the error in the prior article. She will forward the article to the Board upon publication.

**III. CONSENT AGENDA ITEMS (These items require a vote by the Directors)**

All matters listed under the Consent Agenda are considered by the Board to be routine, and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion, or removed from the agenda, there will be no discussion of these items prior to the Board voting on them.

- 1. Approval of Minutes of January 2023 Regular Meeting**
- 2. Approval of January 2023 Monthly Invoices**
- 3. Enrollment Report**
- 4. Approval of Financial Report**

The consent agenda was opened for discussion and inquiry.

Motion was made by Director Shaver to approve the Consent Agenda Items, as presented.

Motion seconded by Director Krein.  
Motion approved, unanimously.

**IV. SCHEDULED FOR ACTION**

**A. BUSINESS ITEMS (Requiring Approval Vote)**

**1. IDVA Check Signers – Felicia Boyle**

Ms. Boyle addressed the current identity of approved check signers and her desire to have Board addition for best practices. She requested to add the Board Chairman and Treasurer to the approved list.

Discussion ensued between the Directors and Ms. Boyle regarding options. Director Shaver, as Treasurer, indicated a desire not to be added into the list of signing personnel as she did not wish to create any conflict with her duties in review and oversight of every invoice and check. Director Shaver addressed the process that she goes through in examining every invoice and every check. She looks for recurring invoices and amounts, new invoices get reviewed in depth, she looks for additional charges, making sure credit is noted for prior payments, tax issues and any potential late invoices or late payments. She feels good with the process and does not want to mix roles.

Motion was made by Director Shaver to add two (2) board signers to the approved check signers, with the two new board members to be Chairman Thompson and former Treasurer Melissa Krein.

Motion Seconded by Chairman Thompson.  
Motion approved, unanimously.

## **2. SAM Registration – Felicia Boyle**

Ms. Boyle explained that SAM is the federal system for grant management. She indicated that when Mr. Wegner attempted to add her onto this system a problem was created. Ms. Boyle needs to file new paperwork to assign her as the third party administrator and then to renew this registration every year.

Discussion ensued between the Directors and Ms. Edginton. A motion to approved these activities needs to be made and then a notarized signature of a board member has to be submitted.

Motion was made by Director Shaver to authorize Ms. Boyle for the SAM registration, arranging such paperwork so that Director Shaver Shaver may sign such paperwork for notarization.

Motion seconded by Director Krein.  
Motion approved, unanimously.

## **3. IDVA STEM Class Research Survey – Adrienne Shilling and E. Carey**

Ms. Shilling has taken over for the science STEM Program. She has been with the school for approximately 15 years. The STEM group has been very

successful in prior years and competitions. Ms. Shilling took over this program this year.

A student is asking for authority for a student survey as part of this program. This survey would be entirely voluntary and submitted to the Middle School and High School learning coaches. The survey was included in the Director's packet. The survey has to do with quality of water and drinking water.

The presentation is for the purpose of asking the Directors to approve the survey. The Directors asked questions and engaged in a discussion regarding the project.

Motion was made by Director Shaver allowing for the project and the student sending out the survey to Middle School and High School learning coaches, for voluntary participation, as presented.

Motion seconded by Director Krein.  
Motion approved, unanimously.

#### **4. SY 2023-2024 School Calendar – Kelly Edginton**

Ms. Edginton presented the Directors with the proposed school calendar for next year including cohort dates. A draft of this proposed calendar is in the board's packet. This calendar has an earlier start and end date, with a semester break at winter break. There is a short fall break. Upon the start of the second semester, the first two days are teacher days – preparation and grading. Ms. Edginton indicated that so far she has had great feedback on the proposed calendar.

Directors asked questions and provided feedback in regard to the calendar proposals.

Motion was made by Chairman Thompson to approve the 2023-2024 school calendar, as presented.

Motion seconded by Director Shaver.  
Motion approved, unanimously.

#### **5. IDVA Crisis Management Plan Update – Kelly Edginton**

Ms. Edginton provided the Directors with a copy of proposed amendments to the school's Crisis Management Plan. She detailed the small updates and the reasoning behind having the at a Glance Emergency Response Charts immediately visible.

The entire staff is trained on this each year. The team will revisit the plan again for the start of next year. Discussion was had in follow up of Director inquiries that there needs to be a way to identify the in-person individual who is responsible for face to face events. A suggestion was that this person wear something specific that designated their position.

Motion was made by Director Krein to approve the amendments to the Crisis Plan, as presented.

Motion seconded by Director Shaver.

Motion approved, unanimously.

**V. BUSINESS ITEMS (Scheduled as Informational)**

**1. Board Member Representation at Graduation Ceremonies - Kelly Edginton.**

Ms. Edginton raised the three graduation sessions and plans for the upcoming spring. These will be held on May 22, 24 and 25<sup>th</sup>. Discussion was held about a director attending and presenting at each graduation ceremony.

Director Shaver will be present and present at the Nampa session, Director Krein will do the Blackfoot session and Director Handeen will present in Coeur d'Alene.

**2. February 24<sup>th</sup> Charter Commission Hearing – Kelly Edginton**

Ms. Edginton made inquiry if any additional directors will be present so that she can properly post a quorum notice, if necessary.

**VI. POLICY READINGS (Requiring an Approval Vote)**

No Business Scheduled or Held.

**VII. PERSONNEL REPORT (Requiring an approval vote)**

**1. Employee Request to work outside LEA – Kelly Edginton**

Ms. Edginton detailed this request. Both she and the immediate supervisor are in agreement with the request. Discussion as held regarding the specific safeguards that were put in place for this situation should the Board be in agreement.

Motion was made by Chairman Thompson to approve the employee's request to work outside the LEA, as presented.

Motion seconded by Director Krein.

Motion approved, unanimously.

**VIII. INSTRUCTION AND CURRICULUM.**

**1. Academic Report and Executive Summary – Kelly Edginton**

Ms. Edginton addressed her full academic report and the executive summary, both of which are also included in the Board's packer for this meeting.

Ms. Edginton stood for questions. Question and discussion included the subject of Middle School math progress, including engagement challenges.

**IX. PUPIL SERVICES.**

No Business Scheduled or Held.

**X. INFORMATIONAL/DISCUSSION ITEMS**

No Business Scheduled or Held.

**XI. EXECUTIVE SESSION**

No Executive Session was Scheduled or Held.

**XII. ACTION, IF ANY, TO BE TAKEN SUBSEQUENT TO EXECUTIVE SESSION**

No action was taken by the Board.

**XIII. BOARD MEMBER INPUT FOR FUTURE AGENDA ITEMS AND INFORMATION SOUGHT BY BOARD MEMBERS.**

No matter was raised by any Director.

**XIV ADJOURNMENT**

Chairman Thompson expressed his appreciation for everyone's attendance tonight and expressed specific appreciation to Kellen and Sheila for the great team work that they provide to the school.

Director Krein made a motion for the meeting to be adjourned.

Motion seconded by Director Shaver.  
Motion approved, unanimously.

Meeting was adjourned at 8:00 pm MDT.